

CHAPTER 18 - EMPLOYEE ASSISTANCE PROGRAMS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Arizona Department of Administration has established an Employee Assistance Program (EAP) to help employees with substance abuse and other such problem areas, which may adversely affect job performance. This program is available to employees and their family members. Supervisors who sense such employee problems should counsel employees regarding the availability of such services and encourage them to avail themselves of the Employee Assistance Program.

Employees may use the Employee Assistance Program during normal duty hours without loss of sick or annual leave. Time spent with outside referrals will be on sick or annual leave.

18.2 EMPLOYEE SUPPORT PROGRAMS

Domestic or economic crisis needs/services such as emergency financial loans or grants and supplemental assistance for clothing and/or food baskets are available through the Employees Helping Employees (EHE) Program for all state employees, and/or The Arizona Army National Guard Emergency Relief Fund (AANG-ERF) for those employees who are members of the Arizona Army National Guard. Questions or requests for information about any of these programs should be referred to the Administrative Services Office.

Current National Guard members should contact their respective Commander/First Sergeant for referral to the State Command Sergeant Majors Office.

CONFIDENTIALITY OF PARTICIPATION

Confidentiality is essential in such matters. Supervisors must use extreme caution to insure that confidentiality is not violated. Employees and supervisors may contact the EAP, EHE or ANG-ERF directly or through the Administrative Services Office. The direct contact telephone numbers for these organization representatives are:

1. EAP – (602) 542-4200 (Provider Representative)
2. EHE – (928) 632-7227 or 1-888-265-0441 (ADOA Representative)
3. AANG-ERF – (602) 267-2604. (State CSM)